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THE IDAHO LIBRARIAN

APRIL 1946

IDAHO STATE LIBRARY ASSOCIATION
VOLUME 2 NUMER 1

THE IDAHO LIBRARIAN

The official organ of the Idaho State Library Association

April 1946 Volume 2 Number 1

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* * * * * *

I.S.L.A. membership: Institutions $2.00
Individual $1.00 per year

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Published at Ricks College
Rexburg, Idaho

PRESIDENT'S PAGE

Daily information is received pointing to the necessity of having a strong, active, functioning "State Library Agency." A way is provided in proposed state library law. If you are not well acquainted with all provisions so that you can inform your State Senator and Representative as to its desireable qualities, you had better drag out the October 1945 issue of the "Idaho Librarian" and read it over again.

No adequate library program can succeed without desireable legal status. Your legislative committee have worked years to develop the present proposed law. Now is no time for apathy, lets go to work!

STATE EDUCATIONAL AGENCY FOR SURPLUS PROPERTY

IDAHO DEPARTMENT OF EDUCATION

State House, Boise, Idaho

March 27, 1946

STATE AGENCY SURPLUS PROPERTY MEMORANDUM NO. 1.

The State Educational Agency for Surplus Property has been established to assist Educational institutions in the State to purchase surplus property offered by the War Assets Administration. One of the duties of this office will be to forward to the proper authorities estimates of needs made by the various institutions in the State. Eligible institutions will include, in addition to schools of all levels: libraries, Y.M.C.A.'s and hospitals. In the near future all qualified institutions will be sent a code number assigned by this office and certified by the U.S. Office of Education. This number must appear on all Purchase Orders, after the code number has been approved.

MAILING LISTS

Because of the great number of institutions eligible, not all of them can be on the War Assets Administration mailing list. We have requested that at least all schools of high school and college level and all the county Superintendents be included. They will receive catalogues and bulletins announcing the availability of surplus property, and officials of other institutions should contact one of those on the mailing list, regularly.

We have also been informed that newspapers and trade journals will from time to time carry advertisements of goods made available by the War Assets Administration and that when such advertising is used, it will serve as the only notification to priority purchasers.

PURCHASE ORDERS

Orders are filled in the sequence in which they are received, therefore it is advisable that orders to be placed as soon as possible after the availability of goods is announced. This is emphasized by the fact that there are thousands of instutitions in our area (Idaho, Washington, Oregon, Wyoming and Montana) which are competing in the race for an approved purchase order. Telegraph or telephone orders are accepted, provided they are confirmed immediately, by mail.

If an order is approved one copy will be returned to the claimant.

If an order is not approved the original and one copy will be returned to the claimant with reasons for disapproval.

INSTRUCTIONS

The following instructions have been given us to insure proper consideration of Purchase Orders.

From U. S. Office of Education:

The purchase of surplus property with the forty percent discount can best be accomplished by following instructions herein set forth:

1. Determine that you know the location and address of the nearest and appropriate War Assets Administration office.

   A. Consumer Goods

      1. 340 Central Building, Seattle 4, Washington

      2. 500 Welch Building, Spokane 1, Washington

      3. Pittock Building, Portland, Oregon

      4. Power Block, Helena, Montana

2. Study the catalog or other announcement from the War Assets Administration of forthcoming sales. Follow printed instructions in such announcements.

3. Send your order directly to the War Assets Administration.

4. Furnish your State Educational Agency with a copy of all orders.

   A. Firm orders for surplus property when submitted by claimants requesting a 40 percent discount from fair value must contain (in addition to any certification or statement required by the War Assets Administration in its terms and conditions).

      1. The certification symbol assigned to the claimant to be recorded in the upper right-hand corner. (Waived Temporarily until your symbol has been approved)

      2. The following certification which must be placed either on the front or back of the firm order:

         "The Applicant represents and warrants that: It is an educational institution as defined in SPA Regulation 14; that the property ordered in this purchase document is required for its own use and to fill an existing need for carrying on educational activities; that the property will not be resold within three (3) years of the date of the purchase without the consent in writing of the disposal agency".

B. Firm orders under A above must be accompanied by two copies of a letter showing the way whereby and the extent to which benefits will accrue to the United States from the use by the applicant of the property requested. Normally an explanation regarding the proposed use of the property and why it is needed will suffice for this purpose.

C. Six copies of the firm orders accompanied by one copy of the letter in B above are to be submitted by the claimants to the War Assets Administration and one copy of each to the State Educational Agency.

It is important for you to know that a Regional Representative of the United States Office of Education, Mr. Bluford F. Minor, 2005 Fifth Avenue, Seattle 1, Washington is assigned to the War Assets Administration Regional Office to assist all eligible non-profit educational institutions to purchase property. Also, a Field Representative of the United States Office of Education works in each state for the same purpose. (At this date no appointment has been made in Idaho)

From War Assets Administration:

In placing orders for surplus property, State and Local Governments should forward, in sextuplet, a properly executed purchase order together with complete shipping instructions or information that the material will be picked up by the purchaser. Each of the six copies of orders must be manually signed.

(a) The following clauses are to be incorporated in and become a part of the purchase order:

1. "THIS ORDER FOR SURPLUS PROPERTY IS SUBJECT TO SALES CONDITIONS OF OFFICE OF SURPLUS PROPERTY, CONSUMER GOODS DIVISION, WAS ASSETS ADMINISTRATION, DATED NOVEMBER 16, 1945, A COPY OF WHICH HAS BEEN RECEIVED BY THE UNDERSIGNED. EXCEPT AS SPECIFIED BELOW, NO TERMS OR CONDITION SUPERSEDE OR QUALIFY THE SAID SALES CONDITIONS OF SURPLUS PROPERTY OFFICE, CONSUMER GOODS DIVISION, WAS ASSETS ADMINISTRATION, DATED NOVEMBER 16, 1945
AND ANY TERMS OR DONDITIONS CONTAINED HEREIN WHICH ARE AT VARIANCE THEREWITH OR IN ADDITION THERETO ARE VOID AND OF NO EFFECT WHATSOEVER.

EXCEPTIONS: (1) "Sales are on an "As is - F.O.B. Shipping Point Basis" Unless otherwise noted.

(2) "Material purchased is for our own use and will not be resold by us for a period of three years without written consent of the disposal agency."

2. "IT IS HEREBY CERTIFIED THAT THE FUNDS ARE AVAILABLE FOR PAYMENT OF ITEMS LISTED ON THIS PURCHASE ORDER."

(b) State and Local Governments SHOULD NOT submit payments with orders.

From Surplus Property Administration:

INTERIM PROCEDURE FOR BUYING SURPLUS PROPERTY

Here is a list showing each step which must be taken by non-profit educational and public health institutions in the purchase of surplus property at reduced prices.

1. Watch for disposal agencies' advertisements and lists of offerings.

2. Itemize the supplies or equipment you want from lists of available property.

3. Make out your own purchase order or get one from the disposal agency in your region.

4. Make out a signed certificate of need and use, describing the type of institution you represent.

5. Submit your certificate and list of equipment to the regional disposal agency which handles the type of property you want to buy.

6. Arrange for payment directly to the disposal agency from which you are making the purchase.

Care must be exercised in seeing that Purchase Orders comply with the directions given by all agencies. An improperly drawn order may so delay acceptance that all chance of obtaining the desired property would be lost.

Any further help that this agency can give is offered.

Robert E. Brown, Director
State Educational Agency
For Surplus Property

G. C. Sullivan, Executive
Officer, State Educational
Agency for Surplus Property

AMERICAN LIBRARY ASSOCIATION
420 North Michigan Avenue
Chicago 11, Illinois

April 29, 1946

For immediate release by publicity manager, Federal Relations Committee

(Has been released nationally without the local angle. Editorial support will be particularly welcome).

Idaho will be eligible for 6,400 books out of each million surplus army camp library books under a plan for their disposal adopted by the War Assets Administration. When army camps are disbanded or reduced in size, libraries will be turned over as units, complete with books, catalogs, furniture and equipment to local communities or state library extension agencies for use in reducing the existing deficiencies of community library service within the states.

The plan which has been adopted is based on proposals submitted last year by the American Library Association, (optional: and backed by the _____ state library extension agency). It calls for distribution to states on the basis of rural population. Each state will be eligible for a percentage of the country's total rural population. In the case of Idaho, this means 0.6%.

Applicants for library units will submit plans for use of the surplus materia to the U. S. Office of Education, and will get a 40% discount on the estimated fair value of the property. Funds thus collected are expected to cover government expenses in Connection with the disposal of the libraries.

The present highly developed army library system organized before Pearl Harbor, has provided camps with typical community book collections such as the men might have used in their own home towns. With the rapid expansion of camps, army libraries have grown proportionately, and in some large centers have as many branches as library systems in good size cities.

STATE EDUCATIONAL AGENCY FOR SURPLUS PROPERTY
IDAHO DEPARTMENT OF EDUCATION
STATE HOUSE, BOISE

April 22, 1946

To: Educational Administrators

FROM: Robert E. Brown, Director

SUBJECT: 1. Survey of Needs
2. Survey of W.A.A. Bulletins
3. Sample Purchase Order Form

1. SURVEY OF NEEDS

This office can better serve the educational institutions of the state if it is advised of the needs of each. It is asked therefore that a list of equipment and materials that the institutions are prepared to purchase through Surplus Property disposal agencies to be sent to this agency. These lists willenable us to notify any institution as goods of special interest to it become available.

2. SURVEY OF W.A.A. BULLETINS

It has been suggested by Mr. B. F. Minor, Regional Representative of the U. S. Office of Education, Seattle, Washington, that the Agency obtain a written reply from each eligible educational institution in the state to determine whether or not Notices of Offering from the War Assets Administration are being received. A prompt response on this will be to your advantages as we are attempting to gain the maximum advertising coverage for Idaho.

3. SAMPLE PURCHASE ORDER FORM

Responding to numerous requests for a Sample Purchase Order form to be used in ordering Surplus Property, I have had the enclosed form approved. You will notice that the required certificates have been considerably condensed but we have been assured that any Purchase Order submitted on this form will receive consideration.

It is to be remembered that items from different listings cannot appear on the same purchase order. Also, that while the War Assets Administration catalogues callfor but three copies of each purchase order, six are necessary in order to obtain the forty per cent discount. (The extra three copies are required by the U. S. Office of Education.)

SAMPLE PURCHASE ORDER FOR SURPLUS PROPERTY

_____
Certification Symbol

TO: War Assets Administration
2005 5th Avenue
Seattle 1, Washington

Date _____

Name of Purchaser _____

Address of Purchaser _____

Shipping Instructions _____
(Name of railroad or truck line)

CERTIFICATE

The applicant represents and warrants that: It is an educational institution as defined in SPA Regulation 14; that funds are available for payment, purchase is make for our own use and not for resale within three years, and no terms or conditions in this order supersede or qualify War Assets Administration Sales Conditions. The fair value as established by the WAA less 40% is acceptable to the purchaser. It is also our understanding that the sales are an "AS IS, F.O.B. Shipping Point Basis."

The items requrested will be used for _____

_____ Purposes in the _____

_____ school.

Signature _____
Authorized Official

Datalogues and Div. No.	Item No.	SCC Code	Description	Quantity ordered	Unit Price	Amount
			(Insert Complete description of items to be purchased as contained in War Assets Corp. Catalogue or Special.)			

(SIX COPIES REQUIRED --SIGN EACH COPY)

(This is only a sample order blank. Make your SIX (6) copies identical. If you need more than the first page for an order, please continue on another sheet with only the sales item no. size, etc. The address and certificates only have to appear on the first page. Items from two different listings must be requested on two separate purchase orders.)

MISCELLANEOUS ITEMS OF INTEREST

Here is a news item I am sure all of Miss von Ende's friends over the state will be interested. Miss von Ende has officially resigned from the position of Librarian in Boise and intends to remain in Washington, D.C. to continue her work in the Library Section of the Bureau of Naval Personnel. She is to have charge of the personnel work in the field for civilian librarians appointed to shore stations and naval hospitals. All of us here hate to have her resign but are glad that she has this new opportunity. She will be greatly missed here and in the state association.

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STUDYING LIBRARY PROBLEMS IN A VACATION SPOT

The preliminary announcement of the 1946 session of the

ROCKY MOUNTAIN RURAL LIBRARY INSTITUTE

under the joint sponsorship of

Cororado Agricultural and Mechanical College, Fort Collins, Colorado;
School of Librarianship, University of Denver, Denver, Colorado.

Dates: August 19 - August 31, 1946
Place: Cameron Pass Club Camp, Gould, Colorado, 80 Miles west of Fort Collins, on the Michigan River in the Routt National Forest.

As was planned last year, before the transportation crisis postponed the first session, the Rocky Mountain Rural Library Institute will pay particular attention to the special problems of the Rocky Mountain and the Great Plains regions, such as library services to sparsely populated sections and in regions where geographical features make communications between parts of the service areas difficult.

During the first week particular attention will be paid to the underlying social, educational, geographical, population and economic problems that influence library development, and the program is designed to bring out the factors that must be considered by rural educators, rural sociologists, leaders in rural life, agricultural extension personnel, library trustees and others who are interested in rural library development. Leaders will be authorities in the fields covered.

During the second week more attention will be paid to the development of those libfary techniques and methods which seem to be necessary if an adequate rural library service is to be provided in the mountains and plains states.

MISCELLANEOUS ITEMS OF INTEREST (continued)

The Institute will be conducted on the "Round Table" or "Discussion" basis, and will be open to anyone interested in libraries. Graduate credit will be given those who meet the requirements of the two schools for such registration and who also complete a course of reading following the close of the Institute. Tuition will be $10.00 a week, while the cost of quarters and meals has been set at $20.00 a week, or $3.00 a day subject to any great variation in the cost of food by the time the Institute is held.

Since sessions are to be held in a camp, a program of outdoor activities is being planned and it is expected that outdoor clothes, including stout walking shoes, will be worn at all times. Those who bring their own sleeping bags and duffle will find them convenient for any week end trips, and unless arrangements have been made with the Institute all persons should bring their own blankets.

For further information write to --

James G. Godgson, Librarian, Colorado A.& M. College, Fort Collins, Colorado.
Miss Harriet E. Howe, Director, School of Librarianship, University of Denver, 211 15th Street, Denver 2, Colorado.

* * * * * * *

The following two institutions of higher learning are offering courses in Library Science during the Summer term:

The University of Idaho, Moscow, Idaho four (4) semester hours in High School Library Management and Lab. The course will be conducted by Miss Louise Montgomery, head high school librarian of Olympia, Washington.

Ricks College is offering six quarter hours in School Library Management and Book Selection and Introduction to Cataloging and classification. These courses will be conducted by Eldon C. Hart, Librarian of Ricks College, Rexburg, Idaho

* * * * * * *

LATE BULLETIN: Impending surplus sale of: (a) Passenger cars and station wagaon (b) Large refrigeration units (c) Plumbing fixtures (closet bowls and urinals) (d) Space heater (e) Fire hose.
Contact: State Educational Agency for Surplus Property
Idaho Department of Education
State House, Boise
as per instructions elsewhere in this bulletin.

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was never published